



## PROFILE

Result-driven Assistant Accountant with 3 years experience in financial analysis and bookkeeping. Detail-oriented professional with a strong aptitude for numbers and a keep eye for accuracy. Committed to maintaining financial records in compliance with industry standards and regulations. Seeking a challenging position where I can contribute my skills in assisting with financial reporting, budgeting and data analysis. Eager to leverage the expertise in assisting senior accountants in managing accounts payable and accounts receivable processes. Dedicated to continuously enhancing my knowledge and skills to support the organization's financial goal.

## CONTACT

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LOCATION: Abu Dhabi (UAE)

## TECHNICAL SKILLS

- Financial Analysis Skills
- Analytical Skills
- Leadership Skills
- Problem Solving Skills
- Communication Skills
- Numeracy Skills

## COURSES & CERTIFICATIONS

- Diploma In Computerized Financial Accounting
- Certificate In Tally And GST

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## EDUCATION

### B. Com (FINANCE AND TAXATION)

University of Kerala  
Year of Passing 2019

### Higher Secondary

Government of Kerala  
Year of Passing 2016

### Secondary

Central Board of Secondary Education.  
Year of Passing 2014

## WORK EXPERIENCE

### Transguard Group (cash service)

Jul 2022 to Mar 2023

- Conduct cash transactions with customers
- Provide a receipt to customer paying in person.
- Endorse all checks immediately upon receipt with a restrictive University of Iowa endorsement.
- Enter transactions into accounts receivable system, cash register or cash receipt journal/log.
- Count the cash and submit the cash & supporting documentation to the Cash Collection Point Supervisor at the end of their shift.

### ATM Reporter:

- Keep a Track of the Opening Balance and Closing Balance for every machine and report to the bank.
- Depending on Closing Balance, had to load cash into ATM Machine and send replenishment details to bank.
- Every ATM has an ATM ID which provides a transaction history of the ATM Machine through Electronic Journal (EJ) Files. Hence we verify that if any excess or short direct report to the bank.
- Property handle team member cash outs on a shift basis and report any discrepancies.
- Maintain accurate financial logs at the unit level

### Junior Accountant at Defense Research & Development Organization (DRDO) LRDE

Jul 2019 to May 2022

- Reconciling sub-ledger to general ledger account balances.
- Preparing financial statements.
- Assessing internal controls, including risk assessments and reviews of risk areas.
- Performing monthly balance sheet, income statement and changes in financial position/budget variance analyses.
- Assisting in the design and preparation of budgets for review by management.
- Maintaining and reconciling fixed assets schedules.
- Supervising accounting staff.
- Knowledge of quick book accounting.

## SKILLS

- Cash handling.
- Basic Strong product knowledge
- understanding of customer base.
- Bagging items carefully.
- Verbal communication skills.
- Issuing refunds & exchanges.
- Weighing & scanning items.
- Greeting customers.

## LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Tamil

## PERSONAL DETAILS

- DATE OF Birth - 11 August,1998
- Gende - Male
- Marital Status - Single

## SUMMARY

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Highly skilled and detail-oriented assistant accountant with a solid

background in financial management and bookkeeping. Proficient in

maintaining accurate records, reconciling accounts, and preparing financial reports. Adept at analyzing data, identifying trends, and providing valuable insights to support decision-making. Strong knowledge of accounting principles and regulations, coupled with excellent

organizational and

problem-solving abilities. Dedicated team player with strong communication skills and a commitment to delivering exception- al financial services.